

DENR Memorandum Circular
No. 2001- 07
March 13, 2001

**SUBJECT : Monthly Progress Report Form for
the Forestry Sector Project.**

In the interest of the service and to promote efficient and effective implementation of the Forestry Sector Project, the Monthly Progress Report found in Annex A shall be used in the monitoring of the Forestry Sector Project. This form replaces Form 02 contained in DENR MC 97-22.

The Sub-project Site Management Office (SUSIMO) shall be responsible for preparing the monthly report, which shall be submitted not later than 25th day each month in compliance with the DENR's standard reporting system. The Site Management Officer (SMO) shall ensure that the report is in order before such is submitted to higher authorities. The instructions in Annex B hereof on how to accomplish the form shall be followed.

The SUSIMO shall submit copies of the report through channel together with the advance copy for the National Forestation Development Office (NFDO). The Regional Office shall be responsible for the submission of the report of the Secretary, attention NFDO Project Director, after it has been properly endorsed by the CENRO and PENRO.

This Circular takes effect immediately.

(Sgd.) JOEMARI D. GERACHI
OIC, Secretary